



Professional Development Funds Application

PART I – APPLICANT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Location:  DO  FM  WED

Bargaining Unit:  Confidential  LRCEA  LRSA  SEIU

Travel Start: Date \_\_\_\_\_ Time \_\_\_\_\_ Travel End: Date \_\_\_\_\_ Time \_\_\_\_\_

Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Title/Topic of Activity: \_\_\_\_\_

Website URL: \_\_\_\_\_

Briefly describe the conference or workshop you would like to attend and explain how it meets professional and institutional goals:

Please check the applicable category(ies) eligible for funding:

- Maintenance of current academic and technical knowledge of skills
Retaining to meet changing institutional needs
Computer and technical proficiency programs
Course and training implementing equal opportunity and upward mobility programs
Inter-segmental exchange programs
Development of innovations in instructional and administrative techniques and programs effectiveness
In-service training for vocational education and employment preparation programs
Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to, programs designed to develop self-esteem

Are you a presenter or coordinator for this event?  Yes  No

If so, what is the title of your presentation? \_\_\_\_\_

Total amount of staff development funds requested: \$ \_\_\_\_\_ Department Contribution: \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART II – SUPERVISOR APPROVAL

Endorsement / Approval / Comments

Comments: \_\_\_\_\_

Supervisor: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept. Manager: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PART III – LRSA APPROVAL

LRSA Representative: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR DISTRICT EMPLOYEES REQUESTING PROFESSIONAL DEVELOPMENT FUNDS

### Part I: Completed by applicant.

- Check the box for your bargaining unit.
- Complete the travel portion: dates, times, location, and applicable funding category.
- Complete the activity portion: title/topic, focus, description, and presenter/coordinator status.
- Sign the application and submit to your supervisor.

### Part II: Completed by employee supervisor and department manager.

- Print/type name and signature.

### Part III: LRSA members must obtain prior approval from the LRSA District Representative (Cindy Velez)

Submit: A completed/approved District Professional Development Application with the required support documentation (see list below) to the District Professional Development Committee chair.

Approval: A decision will be sent to the applicant and direct supervisor via an email notification. Travel Authorization will be returned to applicant with the budget section completed. Submit to Accounting for prepayment as needed.

## REQUIRED SUPPORTING DOCUMENTATION

1. Copy of the brochure, flyer or event description. Include a copy of the description page from the activity's website.
2. Registration information. If an online registration, print the completed form or confirmation page.
3. Hotel, flight and other pertinent information to support your application.
4. An approved LRCCD Travel Authorization/Reimbursement Claim with all appropriate signatures
  - Do not complete the budget string section.
  - Complete Part II if an advance or prepaid registration is needed.

For further assistance, please visit the District Professional Development website (<https://employees.losrios.edu/our-organization/committees/professional-development-committee>), contact your supervisor or any member of the District Professional Development Committee.

## FUNDING GUIDELINES

1. Funds administered by the District Professional Development Committee.
2. Applicants may receive no more than \$500 per day up to \$1,000.00 per event with up to \$250 additional for in-state travel (maximum \$1,250) and \$500 additional for out-of-state travel (maximum of \$1,500).
3. Funding is limited to \$1,500 per person annually.
4. First come, first served until funds are depleted.
5. Funds must be requested and approved prior to the beginning of the staff development activity.